



IBSTOCK PLACE SCHOOL



Dance Assistant
Information for candidates



Ibstock Place School

An inspiring place to flourish

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in South West London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1896, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is over subscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head's welcome:

“This role is an opportunity to play a part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read and we thank you for your interest in Ibstock.”

Christopher J Wolsey
Headmaster



About the role

The role

We are seeking to appoint a Dance Assistant, to assist the Head of Dance and Visiting Dance Teachers with the smooth running of the afterschool and weekend dance provision.

We are looking for a candidate to fill the role immediately and the post-holder will report to the Head of Dance.

There could also be occasional cover dance teaching for the right candidate. This would be paid at the normal dance teacher rate.

This is a term-time only post. The post-holder will be required to work Monday –Friday 3.30pm-6pm at an hourly rate of £11:95 per hour. We shall consider more than one appointment if the successful applicant cannot undertake all the stated hours.

The person

We are looking to recruit a person who:

- Is an effective communicator
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision



Job description

Responsibilities:

- To supervise pupils in between dance classes and toilet breaks.
- To assist younger pupils with their dance kit.
- To dismiss pupils at the specified school gate at the end of their class or return them to their after-school provision.
- To register every class and to inform the Head of Dance and Expressive Arts Administrator of any absences or irregularities.
- To contact parents in case of an emergency.
- To liaise with the school's safeguarding team when appropriate.
- To meet pupils at the gate before their class.
- To assist with Dance shows and exams.
- To undertake any training appropriate to the responsibilities of a Dance Assistant.
- To undertake or assist with other tasks and duties as reasonably requested by the Head of Dance.

Skills:

- Strong practical and organisational skills with the ability to manage own workload.
- A thorough, meticulous approach.
- Good written and oral communication skills; friendly and approachable.
- Able to play an active role as part of a team.

Experience:

- Experience of working in a Dance studio.
- Experience of working with children of all ages.
- Knowledge of First Aid for Dance, though training will be provided to the successful candidate.
- Some experience of Dance teaching, leading warm ups, and demonstrating routines

This job description provides a broad outline of duties and responsibilities involved, and may be amended, as necessary following discussion between the post-holder and the Head of Dance.



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email to: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

We hope that the successful applicant will be able to start as soon as possible. Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details, see: [here](#).

Note that, in accordance with Keeping Children Safe in Education 2022, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils' natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

- Our **CURRICULUM** is dynamic and forward-thinking.
- Our **CULTURE** is warm and inclusive.
- Our **CONTEXT** is beautiful and stimulating.
- Our commitment to **CO-EDUCATION** is longstanding and profound.

A joyful, nurturing culture

Ibstock is a stunning place to work, and our on-site facilities are excellent. The Main House building, constructed in 1913, blends seamlessly with the New School buildings. Our impressive modern wood-panelled refectory won a RIBA National Award in 2022 and the school boasts a brand-new Innovation Centre, equipped with the latest Virtual Reality (VR) and Augmented Reality (AR devices).

Other benefits of working at Ibstock include favourable salaries and highly-competitive terms and conditions; free breakfast and lunch during term time; enrolment in a contribution pension scheme; membership of 'Health Assured', a third-party health and wellbeing provider; use of the school swimming pool; staff yoga sessions; a wide range of staff social events; and access to a cycle to work scheme.

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1 Dance Studio	15 Rose Garden	22 Climbing Wall
2 Macleod House	16 The Innovation Centre	23 School of Art & Design
3 Priory Wing	17 The Refectory	24 Multi Use Games Area
4 Theatre	18 Terrace	25 Forest School
5 Wellbeing Centre	19 Main House	26 School of Music
6 Drama Studio	20 Footbridge	27 Sports Pitches
7 Armadillas	21 Sports Hall	
8 Clarence Wing		
9 Bicycle park		
10 Orchard		
11 Priestman House		
12 Robert's House		
13 Swimming Pool		
14 Hardcourt		



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